Morris & Dickson Co., L.L.C.

User's Guide for the Web Portal

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Web Portal Ordering Instructions

Log on at: https://www.mdwebportal.net

Log on ID: _____

Password: _____

If you encounter any problems, please contact our Technical Support Department at **1-800-710-9345**. Have your account number handy.

Account No.: _____

***Note: Many aspects of this site use "pop-up" windows. Pop-up blockers must be disabled for this site to work properly.

How To Create an Order on the Web:

1. Click on 'Ordering' tab and then the 'Orders' sub-tab (Top left of website page)
2. Click on 'New Order' Button (Image 1)

Image 1

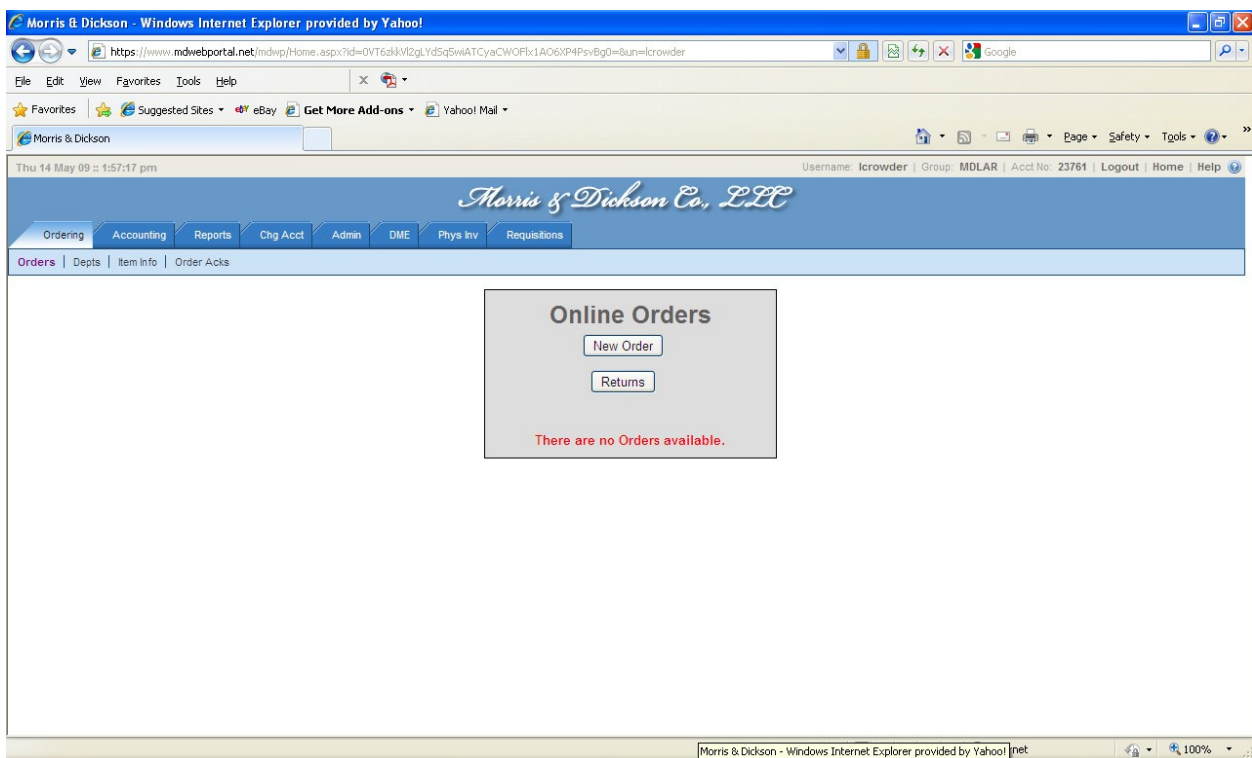3. When pop-up window appears, choose Dept., PO# (Defaults to Date), leave Order Status on 'Open' and select Warehouse.

4. Click 'Add New Order' Button (Image 2)

Image 2

Once 'Add New Order' is clicked, header appears with current order highlighted in orange. Dept., Order Status, PO# and Warehouse may be edited by clicking on pencil icon, whole order may be deleted by clicking on trash can icon (Image 3).

Image 3

Basic Item Entry Methods:

1. **Last 5 digits of NDC.**

2. **Entire NDC#** with or without dashes in 5-4-2 format (11 digits).

3. **M&D Item No.**

4. **User Item No.** (Must have Hospital #'s linked to M&D #'s).

5. **Package Scan** (Must have scanner attached to PC). Simply put cursor in Item Search window and scan NDC# on package.

6. **Partial Description (One Word).** This will retrieve all brand and Generic Descriptions containing the selected characters. ***Note: Expand the description to limit results.

7. **Partial Description (3 Word Maximum).** Insert space between each partial word. Example: "furo tab 100", this is an efficient search method for combination drugs or specific product forms and sizes.

Any of the above entry methods will take you to a second screen to choose proper item and enter quantity. Images 4 thru 6 demonstrate the steps necessary to add items using the above methods.
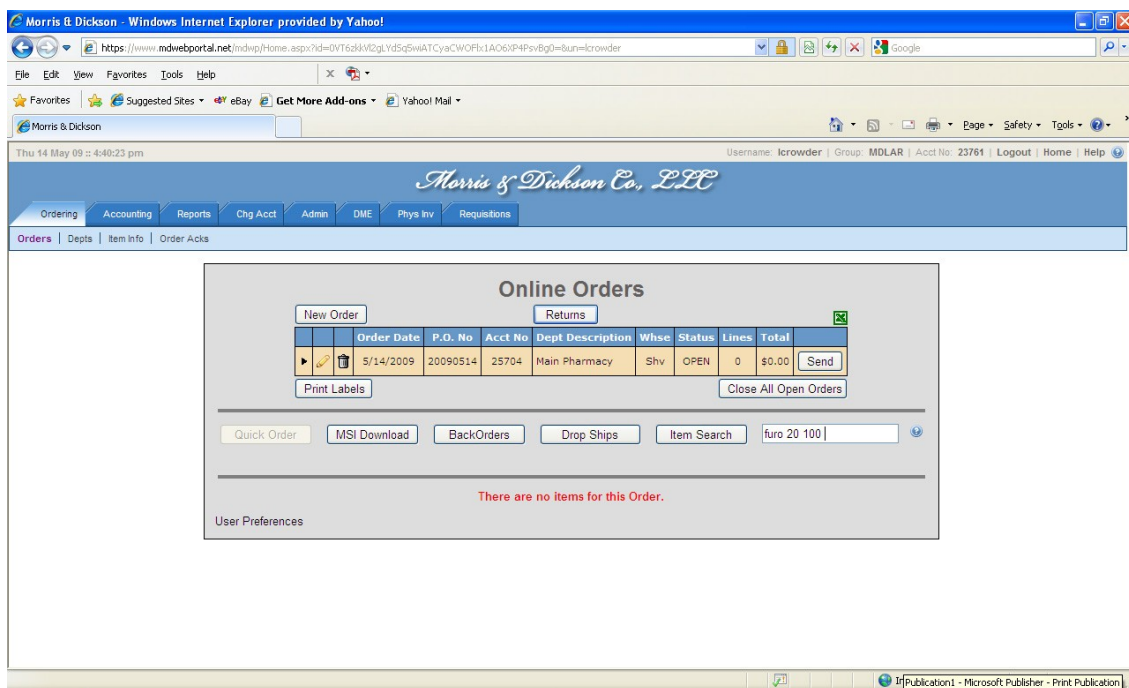

Image 4

For demonstration purposes, using Partial Description (3 Word Maximum) method to find item… click 'Item Search' button or <enter> to advance to next screen

Morris & Dickson Co., LLC

Ordering | Accounting | Reports | Chg Acct | Admin | DME | Phys Inv | Requisitions

Orders | Depts | Item Info | Order Acks

Item Search
*Medicaid Approved

Qty	M&D No	Item Description	NDC / User No	Units	Mfg	Pkg Size	Pkg Cost	Unit Cost	Contract	T	AWP	Tx MAC	SHV	BMT	Last Purch	Status	DEA Class	AB	Retail
1	303529	FUROSEMIDE TAB 20 MG 100	00054-4297-25	EA	*ROX	100	$4.409	$0.030	$2.995	M	$14.300	$1.713	9	0			0	AB	$0.000
	534479	FUROSEMIDE TAB 20 MG 100	00603-3739-21	EA	*QLT	100	$2.218	$0.022	$2.218	M	$15.430	$1.713	375	6			0	AB	$0.000
	795302	FUROSEMIDE TAB 20 MG 100	00378-0208-01	EA	*MYL	100	$5.141	$0.027	$2.686	M	$14.300	$1.713	49	1			0	AB	$0.000
	837674	FUROSEMIDE TAB 20 MG 100	00172-2908-60	EA	*IVX	100	$6.386	$0.064			$15.380	$1.713	20	0			0	AB	$0.000
	882878	FUROSEMIDE TAB 20 MG 100	00781-1818-01	EA	*SNZ	100	$4.974	$0.039	$3.856	M	$13.580	$1.713	9	0			0	AB	$0.000
	906396	FUROSEMIDE TAB 20 MG 100UD	00182-1170-89	EA	IVX	100	$8.512	$0.085			$16.270		67	0			0	AB	$0.000
	303545	FUROSEMIDE TAB 20 MG 100UD	00054-8297-25	EA	ROX	100	$5.693	$0.057			$17.160		46	0			0	AB	$0.000
	501049	FUROSEMIDE TAB 20 MG 100UD	51079-0072-20	EA	UDL	100	$6.598	$0.066			$14.730		349	8			0	AB	$0.000
	303537	FUROSEMIDE TAB 20 MG 1000	00054-4297-31	EA	*ROX	1000	$26.728	$0.023	$22.641	M	$139.900	$16.600	31	0			0	AB	$0.000
	795310	FUROSEMIDE TAB 20 MG 1000	00378-0208-10	EA	*MYL	1000	$46.270	$0.025	$24.863	M	$139.900	$16.600	111	0			0	AB	$0.000
	534487	FUROSEMIDE TAB 20 MG 1000	00603-3739-32	EA	*QLT	1000	$12.033	$0.012	$12.033	M	$151.210	$16.600	540	3			0	AB	$0.000
	882852	FUROSEMIDE TAB 20 MG 1000	00781-1818-10	EA	*SNZ	1000	$41.754	$0.036	$35.590	M	$122.780	$16.600	33	0			0	AB	$0.000
	510354	FUROXONE TAB 100 MG 20 77202	54092-0130-20	EA	ROB	1	$48.333	$48.333			$57.140		0	0				ZC	$0.000

View Last Purchased Items

[Add Item] [Add and Search Next Item] [Cancel]

User Preferences

Double-click to change security settings

Image 5—entered quantity of '1' for top item

Once quantity is entered for all item(s) you want to add to order (Image 5), click 'Add Item' and you will be sent back to the Order Screen (Image 6) with item(s) added to list. If preferred, 'Add and Search Next Item' button will add item to order and send you to page with Item Search bar in order to quickly search for next item.

Morris & Dickson Co., LLC

Ordering | Accounting | Reports | Chg Acct | Admin | DME | Phys Inv | Requisitions

Orders | Depts | Item Info | Order Acks

Online Orders

[New Order]   [Returns]

		Order Date	P.O. No	Acct No	Dept Description	Whse	Status	Lines	Total	
▶		5/14/2009	20090514	25704	Main Pharmacy	Shv	OPEN	1	$1.99	[Send]

[Print Labels]   [Close All Open Orders]

[Quick Order] [MSI Download] [BackOrders] [Drop Ships] [Item Search] [_____]

▶ 20090514 Order Detail   Sort By: Reverse Sequence   [Process Exceptions]

	Status	Qty	M&D No	Item Description	NDC No	Sch	Mfg	Pkg Cost	AWP	T	Ext Cost	SHV	BMT	Pkg Size	Unit Cost	Last Purch	GS
✏ 🗑 💲		1	303529	FUROSEMIDE TAB 20 MG 100	00054-4297-25	0	*ROX	$1.990	$14.300	G	$1.99	9	0	100	$0.020		
									Total:		$1.99						

[Copy to Drug Group]

User Preferences

Quick Item Entry Methods:

8. **Single item entry when quantity and item# is known.** Enter the following into Item Search Window on order screen: Quantity, *, Item# or NDC# (Example: '5*795302') This prevents having to go to another window to enter quantity. ***Note: Default your user preferences to sort by 'Reverse Sequence' so that the newest item entered is always at top of list.

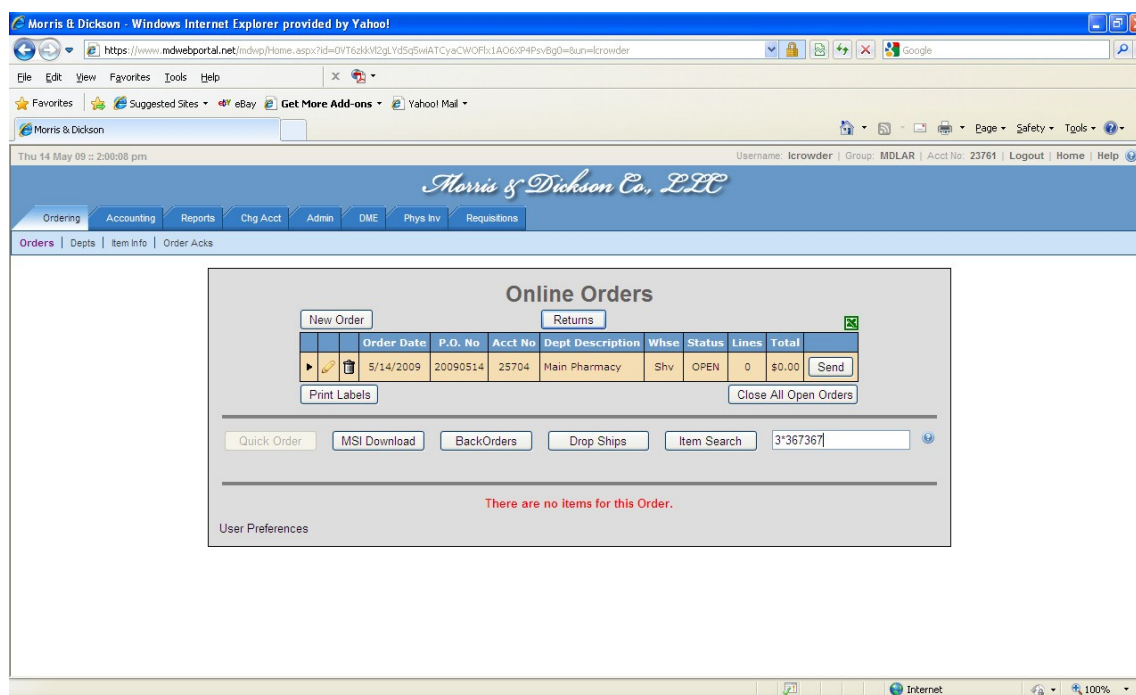Images 7 and 8 show this method being used below:
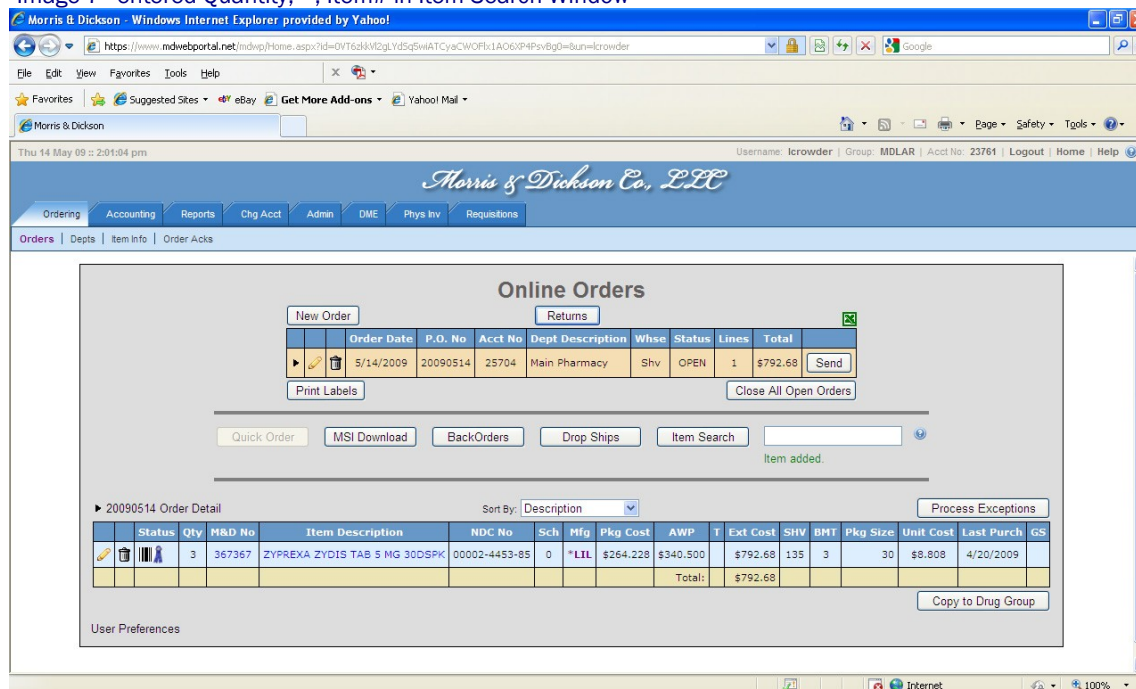

Image 7—entered Quantity, *, Item# in Item Search Window

Image 8—item automatically added to order list

9. **Multiple item entry when quantities and item#'s are known.** Click on 'MSI Download' button located underneath order headers. Pop-up window will appear. Enter the following into the text box : Quantity, *, Item# or NDC# (Example: '5*795302') <enter>, repeat. Once all items are in text box, click on 'Process' button. A new screen will appear which allows user to change quantity or link any item not recognized by system to proper number (simply click on current item # which will be highlighted in red. Once all quantities and items are good to go, simply click 'Add Items' button.

Images 9 thru 14 show this method being used below:
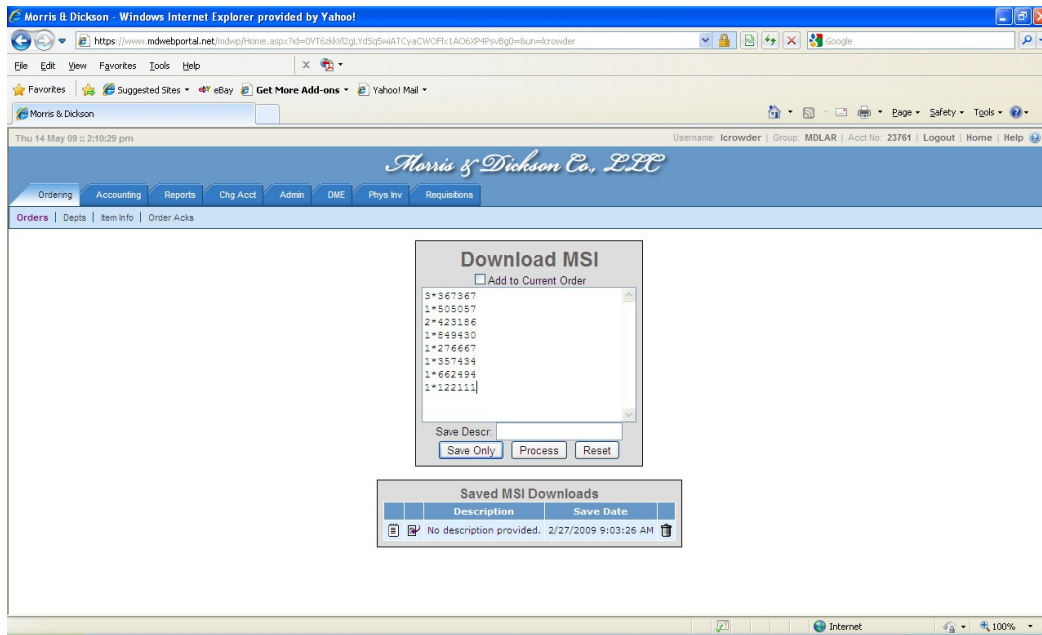
Image 9—entering in Quantity, *, Item# into Download MSI text box.
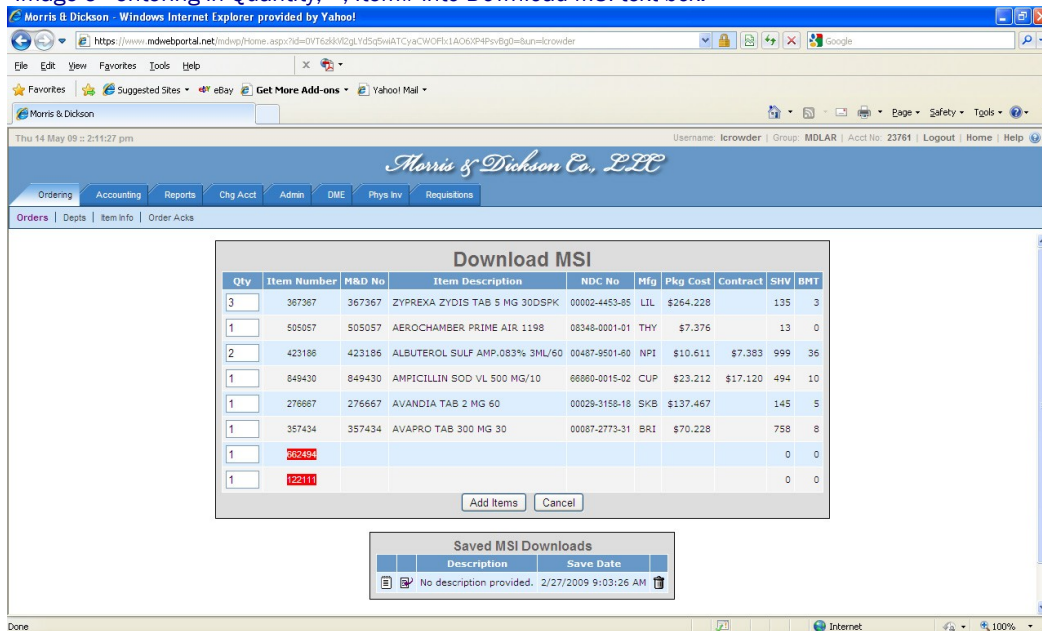

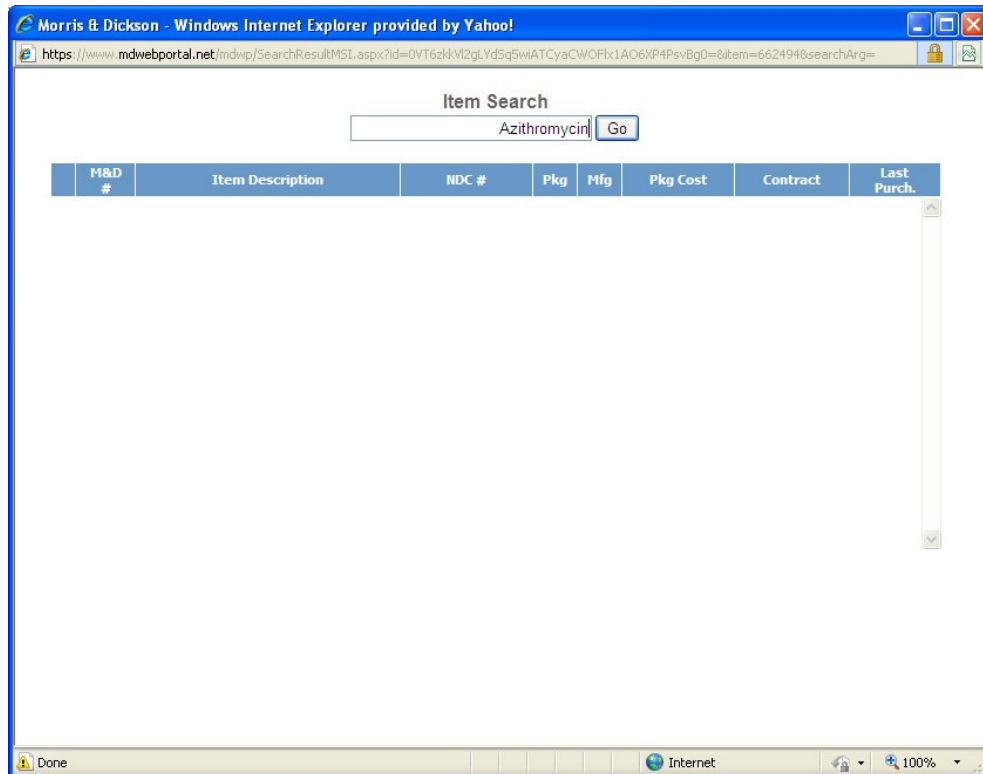Image 10—note there are two items that numbers did not match anything in system

Item Search

Azithromycin [Go]

M&D #	Item Description	NDC #	Pkg	Mfg	Pkg Cost	Contract	Last Purch.

Image 11—Once item# is clicked on, search screen comes up to find proper item.

Item Search

Azithromycin [Go]

M&D #	Item Description	NDC #	Pkg	Mfg	Pkg Cost	Contract	Last Purch.
754424	AZASITE OPTH SOL 1% 2.5ML	31357-0040-25	2	INS	61.00		02/10/2009
641266	AZITHROMYCIN 1 GM 3/PK O/SOL	59762-3051-02	3	GRN	61.25	51.00	
641258	AZITHROMYCIN 1 GM 10/PK O/SOL	59762-3051-01	10	GRN	204.16	175.38	
641274	AZITHROMYCIN OS 100MG/5ML 15ML	59762-3110-01	15	GRN	27.83	14.19	
697367	AZITHROMYCIN OS 100MG/5ML 15ML	00185-7203-70	1	SNZ	27.42	19.77	
697375	AZITHROMYCIN OS 200MG/5ML 15ML	00185-7206-70	1	SNZ	27.42	17.03	
641282	AZITHROMYCIN OS 200MG/5ML 15ML	59762-3120-01	15	GRN	27.83	14.19	04/28/2009
641308	AZITHROMYCIN OS 200MG/5ML 30ML	59762-3140-01	30	GRN	27.83	14.19	05/08/2009
697391	AZITHROMYCIN OS 200MG/5ML 30ML	00185-7212-68	1	SNZ	27.42	17.03	
955153	AZITHROMYCIN OS 200MG/5ML 30ML	00093-7149-31	1	TEV	28.34		
697383	AZITHROMYCIN OS200MG/5ML22.5ML	00185-7209-69	1	SNZ	27.42	17.03	
641290	AZITHROMYCIN OS200MG/5ML22.5ML	59762-3130-01	22	GRN	27.83	14.19	
641316	AZITHROMYCIN TAB 250 MG 30	59762-3060-02	30	GRN	197.18	62.85	
641332	AZITHROMYCIN TAB 250 MG 50UD	59762-3060-03	50	GRN	328.66	192.29	
754168	AZITHROMYCIN TAB 250 MG 100UD	51079-0591-20	100	UDL	223.99		
641357	AZITHROMYCIN TAB 500 MG 30	59762-3070-02	30	GRN	394.37	141.93	

Image 12—Choose new item by clicking on pencil icon next to proper item.

7
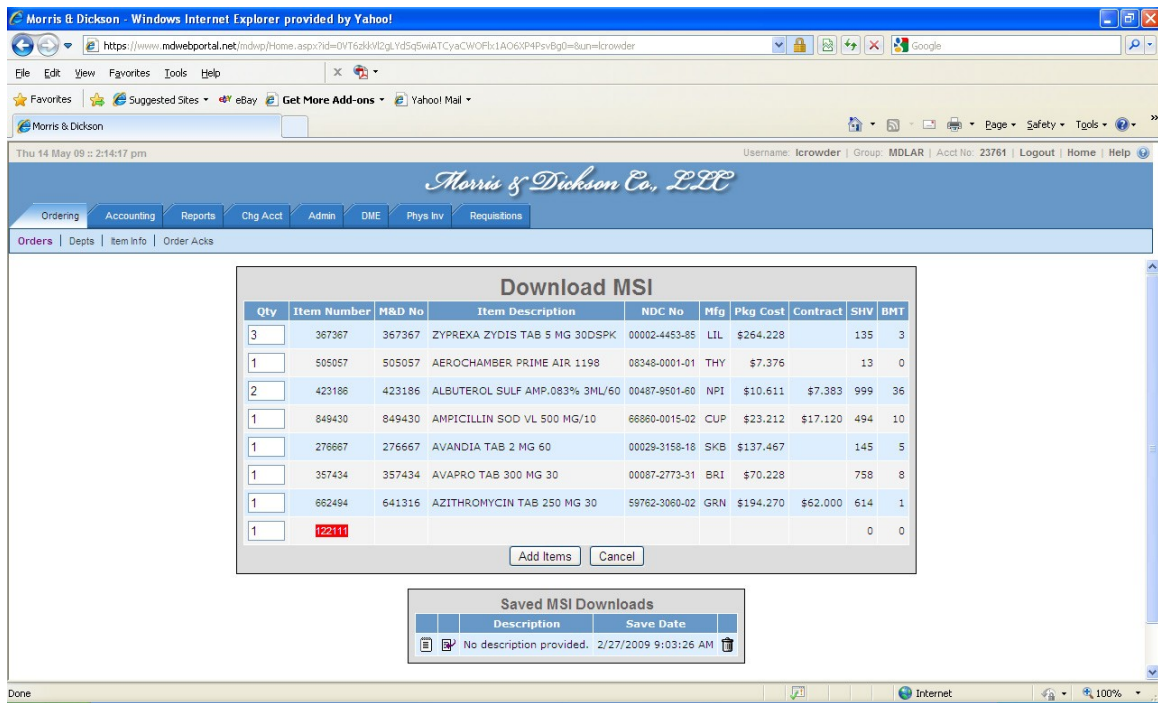
Image 13—Notice the item 2nd from bottom is now filled in with proper item (compare with Image 10)
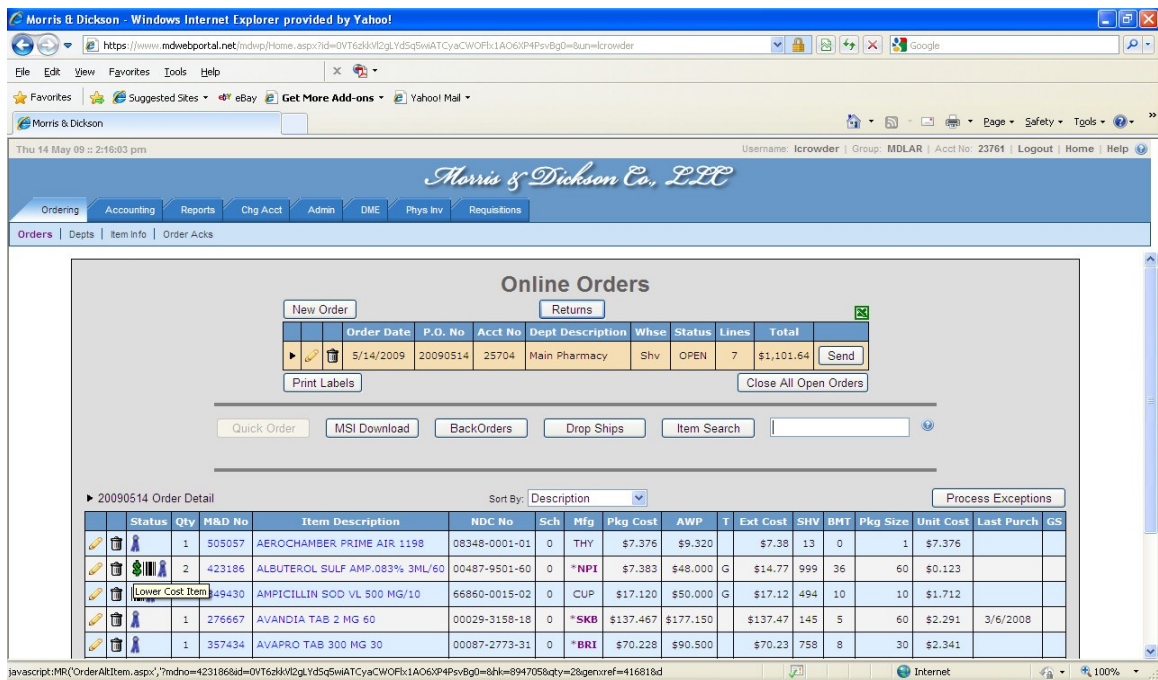

Image 14—Once 'Add Items' button is clicked, all items are added to order

*** Note: Any items not linked on process screen (Image 13) will not come into order.

10. **Using a Quick Order Form**. This requires setting up a Drug Group (A) and then linking the Drug Group to a department (B). Any item in the Drug Group will be on the Quick Order form. This method is often used when ordering same items for other departments over and over, for hard to find items and for high-volume items. The 'Quick Order' button is located next to the 'MSI Download' button in the Order header section. Once a Drug Group has been linked to a specific department, the button becomes 'active' for that department. Below are instructions and screenshots on set-up.

A. **Setting up a Drug Group**. Click on the 'Reports' tab and then the 'Drug Groups' sub-tab. Once there, click on 'Add New Group' button (Image 15).
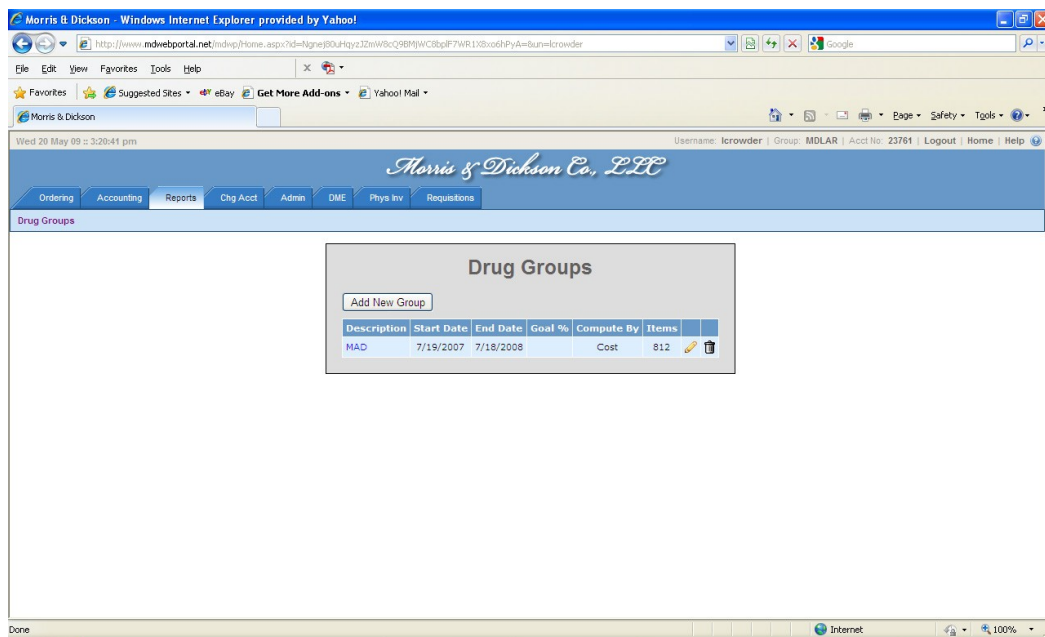
Image 15

Once the add screen appears (Image 16), simply type in the name of your Drug Group (I usually name it the same as the dept. I'm attaching it to) and choose compute by cost on the drop down menu. In this example, I'm creating a Drug Group called 'Dietary' that I will attach to my Dietary Dept. There is no need to change dates or enter a % goal for this purpose. Click on 'Add Drug Group' button.

Image 16

9

Choose the Drug Group you just added by clicking on the Description of it (in this case, 'Dietary') and you will see a few ways to add items to the Drug Group appear at the bottom of the screen (Image 17). The two main ways to add items are to use 'Item Search' or 'Bulk Search'. Item Search can be used to search by M&D Item No., NDC No. or Description. Bulk Search can be used to search by M&D Item No. or NDC No. In order to use Bulk Search, simply put cursor inside the Bulk Search text box and enter in M&D No. or NDC No. then press <enter> and enter another number. Once all numbers are in, click on 'Bulk Search' button.

Image 17

Once 'Bulk Search' button is clicked, A list of your items will appear as below (Image 18). Check the box next to the items you would like to add to the Group and click 'Add Items' button. Notice that the Dietary Dept. is defaulted.

Image 18

Image 19 shows the two items added to the Group. From this point, you can add more items or delete any item you've already added by clicking on the trash can icon next to that item. Once linked to the 'Dietary' Dept., any item in this Drug Group will display on the 'Quick Order' form.

Image 19

B. **Linking Drug Group to A Department.** Click on 'Ordering' tab then 'Depts.' sub-tab. Click on 'Add A Department.' button (Image 20). Enter in value for 5 fields... 'Dept. Code' & 'Description' can be same value (in this case 'Dietary'), 'Type' should be Common, Under 'Formulary From' choose 'Dietary' (our Drug Group just created) and enter 'MDWEB' in all caps under 'Send to EDI Acct No.'

Image 20   11

When finished, click 'Add Department'. Return to the orders screen by choosing 'Ordering' tab and 'Orders' sub-tab. Click 'New Order' button and choose 'Dietary' as your department. Once header is created, you will see 'Quick Order' button become 'Active'. Click on 'Quick Order' button to see items that were just added in Drug Group (Image 21). Each item has an empty box to the left for quantities to be filled in. Enter in all the quantities you want for each item and then click 'Add Items' button. Now that this link is set-up, you can add or delete items from the Dietary Drug Group and it will automatically change your Quick Order list.

Quick Order Form
Acct: 23761 - Dietary - Dietary

Qty	Min - Max	M&D No	Item Description	NDC No	Mfg	SHV	BMT
		325738	ENSURE PUD CHOC 4PK 548-46 *NUTRITIONAL SUPPLEMENT*	70074-0548-47	ROS	191	0
		325720	ENSURE PUD VANILLA 4PK 548-44 *NUTRITIONAL SUPPLEMENT*	70074-0548-45	ROS	999	0

[Add Items] [Cancel]

Image 21

11. **Scanning shelf labels and entering qty. using MSI Unit then syncing with Web**. This requires set-up by salesman and has a separate operation manual.

Finding the Right Item:

1. **Icon Legend/Switching to Alternate Item** (Image 22 and 23)

Site Legend	
✚	**Add** - Used to add an order or item.
✏	**Edit** - Used to edit an item.
🗑	**Delete** - Used to delete an item.
✓	**OK** - Used to accept a change or update an item.
✗	**Cancel** - Used to cancel or quit an action.
$	**Alternate Item** - Alternate item for the product.
🔍	**Zero Stock Level** - Find alternate items or an alternate wharehouse.
⊗	**Discontinued Item** - Discontinued Item.
📦	**Drop Ship Only** - Item can only be sent as Drop Ship.
⚕	**Better MAC Spread** - View a better MAC spread.
‖‖‖	**Unit Dose Bar Coded** - The Unit Dose Item is Bar Coded.
A	**Allocated Qty** - Item is part of Allocated Quantity.
🎗	**Pedigree** - The item has a Pedigree available.
👓	**View** - Used to open or view an item.
📑	**Bottom** - Used to go to the bottom of the page.
📑	**Top** - Used to go to the top of the page.
📊	**Excel** - Used to download to an Excel file.
CSV	**CSV** - Used to download to a Comma Separated Value file.
TAB	**TAB** - Used to download to a Tab Delimited file.

Image 22—Site Legend located under 'Help' then 'Site Legend' link.

The dollar sign tells the buyer that a lower-cost alternative is available.   If an icon appears that lets you know this item is out of stock, discontinued or there is a lower-cost alternative, you can simply click on the icon or the item description to pull up a list of alternates. Once this list is pulled up, you can switch to the proper item and update order (Image 23). 'Help' can be clicked on at anytime for legends and technical assistance phone number.
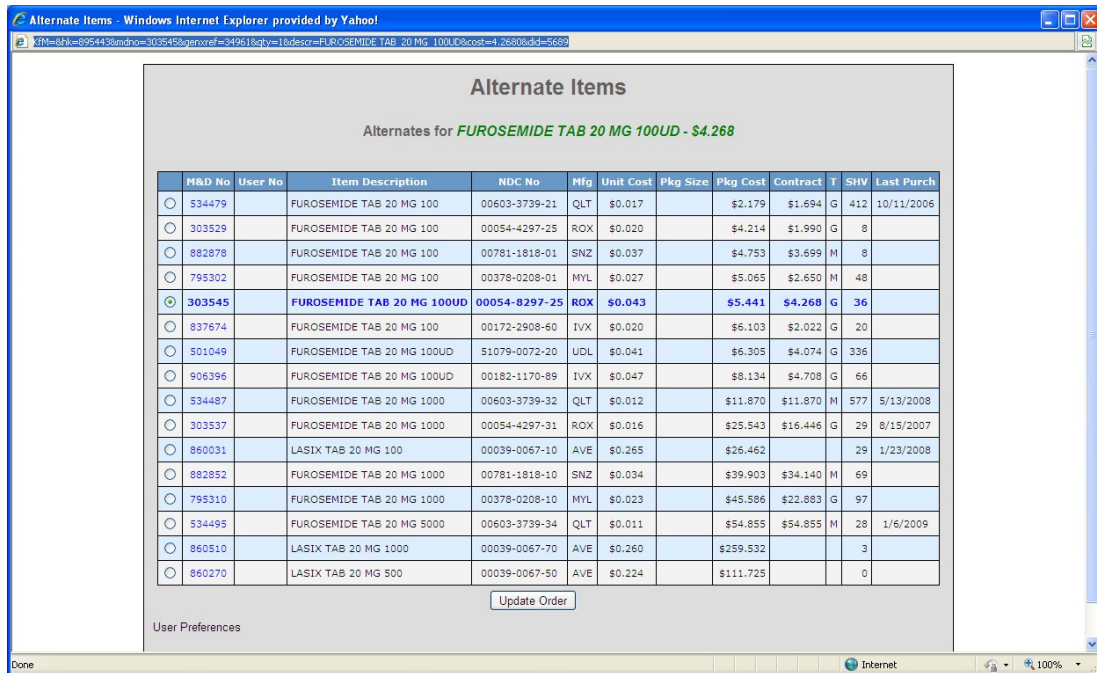
Image 23—Select alternative then click on 'Update Order' button.

2. Header Descriptions (Under Order Detail):

Status: Will show any icons related to this item (see previous page for icon descriptions)

Qty: Quantity being ordered

M&D No.: Morris & Dickson Item Number

Item Description: Description of Item

NDC No.: 11 Digit NDC Number of Item

Sch: Class Schedule of Drug

Mfg: Manufacturer (See Help for listing of Abbreviations)

Pkg Cost: Customers Package Cost, including contract price if there is a contract.

AWP: AWP of item

T: Type of Contract (G=Group, M=M&D Contract)... check Help for listing of Contracts)

Ext Cost: Quantity ordered times (x) Package Cost

SHV: Inventory in Shreveport Warehouse

Package Size: Package size of item

Unit Cost: Package Cost divided by Package Size

Last Purchase: Last Purchase Date of item

GS: Generic Source Item (Retail Accounts Only)

Sending the Order and Checking Acknowledgement:

1. Sending the Order (Image 24). To send one order, simply click on 'Send' button next to the order header you would like to send. To send all orders, click on 'Close All Open Orders' button and all orders will be sent at once. At any time you can hold an order by changing its status to 'Held'. This will prevent someone from sending order accidentally. To do this, click on the pencil icon next to the order header.
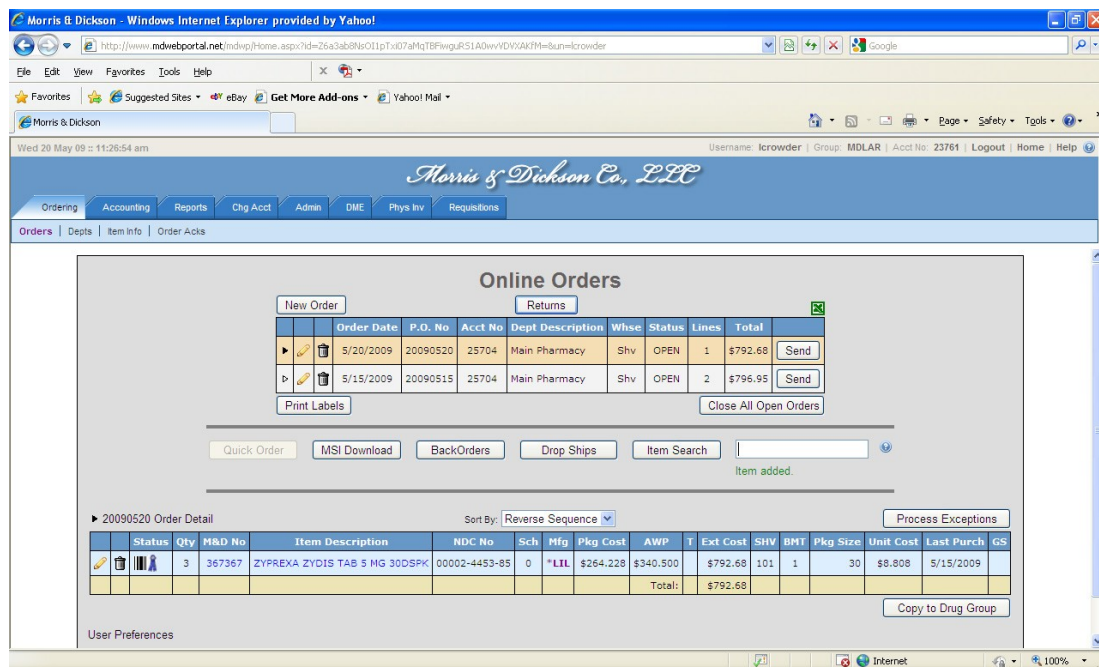
Image 24

2. Checking Order Acknowledgement. Wait 2 to 3 minutes then click on 'Order Acks' sub-tab (under Ordering Tab) to check for acknowledgement. Once there, you can click on 'Print Today's' button to see everything ordered and being shipped for today.   At this point, you can add any shorts to a backorder queue by clicking on 'Acct Name' next to order description and then 'Copy Selected Shorts to Backorder Queue' Button. Any items in backorder queue will have an order automatically created for you to send when stock is received on that item. This queue can be checked at anytime by clicking on the 'Backorder' button from the main order screen.

*** NOTE: Please make it a habit to check Order Acknowledgements daily… this is the one way to verify that your order was sent successfully.

How To Create a Return on the Web:

1. Click on 'Ordering' tab and then the 'Orders' sub-tab (Top left of website page)
2. Click on 'Returns' Button (Image 25)

Image 25

3. Enter in one-word text search, M&D No. or NDC No. to find item you are returning (Image26) then click 'Item Search'.

Image 26

A list will appear with each date that item was purchased. Please be sure and select the correct date for the item you are returning. Prices change and if an older date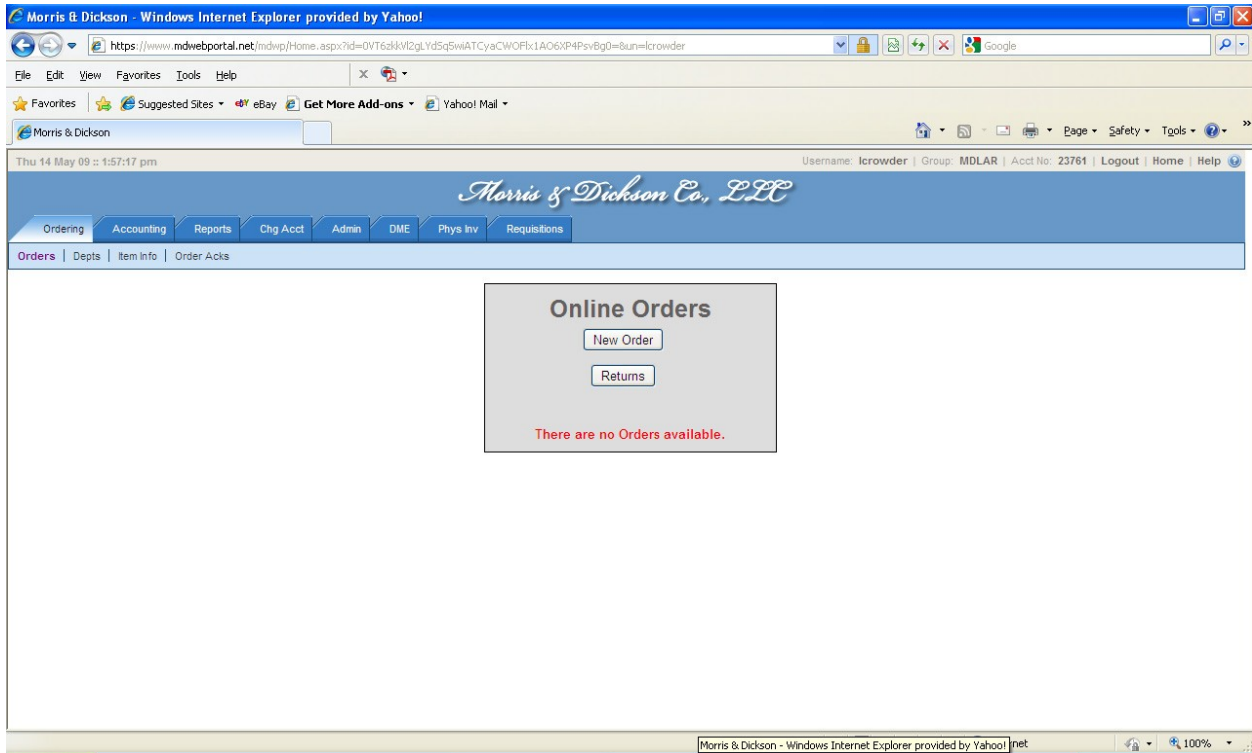 is selected, you will not receive the full credit entitled to you. Select the correct item/date by clicking on the Item Description (Image 27).

Return Item Search

M&D No	Item Description	NDC No	Mfg	Cost	Last Purchased
024828	FUROSEMIDE SOL 10 MG 60ML	60432-0613-60	WCK	$3.417	4/19/2006
304410	FUROSEMIDE SOL 10 MG 60ML	00054-3294-46	ROX	$4.491	4/11/2005
308874	FUROSEMIDE SOL 10 MG 120ML	00054-3294-50	ROX	$6.072	7/23/2007
024554	FUROSEMIDE SOL 10 MG 120ML	60432-0613-04	WCK	$5.566	10/30/2006
534503	FUROSEMIDE TAB 40 MG 100	00603-3740-21	QLT	$2.316	1/2/2009
534511	FUROSEMIDE TAB 40 MG 1000	00603-3740-32	QLT	$14.700	5/1/2009
534537	FUROSEMIDE TAB 80 MG 100	00603-3741-21	QLT	$4.339	4/16/2009
796185	FUROSEMIDE TAB 80 MG 100	00378-0232-01	MYL	$4.561	3/20/2009

Image 27

Once selected, a screen will appear which allows you to enter quantity (maximum of what you actually bought that date) and select a reason for return (drop-down menu). See Image 28.

Return - Add Item

M&D No	Item Description	Mfg	NDC No
024828	FUROSEMIDE SOL 10 MG 60ML	WCK	60432-0613-60

Qty:	Invoice:	Reason:
4	04/19/2006 - 0024741 - $5.006	-- Select Reason -- ▾

Add Item to Return

Image 28

Click 'Add Item to Return' button.

From this screen (Image 29), you can edit the item you just added by clicking on M&D No. of item, add another item using item search or close the Return by entering PO# and clicking 'Close Return' button. A PO# must be entered in to close a Return.

Returns

*To remove an item, set the Qty to 0

Line	Qty	M&D No	Item Description Mfg - NDC No	Invoice Date Invoice No	Return Reason	Pkg Cost	Ext Cost
1	4	024828	FUROSEMIDE SOL 10 MG 60ML WCK 60432-0613-60	4/19/2006 0024741	Out of Date	$5.006	$20.02

Item Search [   ]

Close Return   P.O. # [   ]

View Previous Returns

Image 29

Once closed, a screen appears like below (Image 30). Click on Date & Time field to print the Return (Image 31).

Previous Returns

Date & Time	P.O. No	Lines	Total
5/20/2009 4:30:28 PM	test	1	$20.02

Image 30

Morris & Dickson suggests that you print 3 copies of the Return. 1 to keep, 1 to put on outside of box and 1 to put inside of box. The one on the inside of the box is your protection in case something happens to the outside copy. Sign both your copies and have the driver do the same for your records. You can review previous returns anytime clicking on the 'Returns' button from the orders page and then 'View Previous Returns' button. There is a list of high-counterfeit items that Morris & Dickson has labeled 'non-returnable'. Please refer to this list on Page 20.

Request for Credit - Returns

12345 Test Return
54321 Test Lane
Test, TX 77777

Return PO: **test**
Return Date: **5/20/2009**

M&D No	Item Description	Invoice Date	Invoice No	Mfg	Qty	Return Reason
024828	FUROSEMIDE SOL 10 MG 60ML	4/19/2006	0024741	WCK	4	Out of Date

PDMA AFFIDAVIT: Each Sack/box must contain a signed PDMA affidavit. The undersigned hereby warrants that the prescription drugs listed above have been kept under the proper conditions for storage, handling and shipping so as not to affect their quality according to the PRESCRIPTION DRUG MARKETING ACT OF 1987. The undersigned further guarantees that the credit requested is for the actual purchase price of the product (the invoice price minus any rebates, volume discounts, free goods and other price incentives) and that these products were purchased by this pharmacy from Morris and Dickson Co., LLC. in Shreveport, LA.

Signed: _____   Date: ____/____/_____

M&D Driver: _____   Date: ____/____/_____

Image 31

*** NOTE: Please refer to list of high-counterfeit items on Page 20. These are non-returnable.

High Risk Items For Counterfeiting: M&D will exercise extreme caution in accepting returns for any of the following items:

Combivir   Crixivan   Crofab   Diflucan   Epivir   Lamisil   Lipitor   Lupron   Neupogen   Nutropin   Panglobulin   Retrovir-Risperdal   Rocephin   Serostim   Sustiva   Synagis   Trizivir   Videx   Viracept   Viramune   Zerit   Ziagen   Zocor   Zofran   Zoladex   Zyprexa

Extreme Risk Items For Counterfeiting: Non-Returnable to M&D per Manufacturer or M&D policy. M&D can not accept returns on the following products. The only exception would be order entry errors on *Epogen or *Procrit, requiring a return authorization from your M&D salesman and the product returned within 7 days of the order entry error.

*Epogen   Gamimune   Gammagard   Immune Globulin   *Procrit   Venoglobulin   Xigris   Cialis   Viagra   Levitra

Non-Returnable for Special Reasons: M&D can not accept returns on Tamiflu or Relenza due to market conditions caused by the N1H1 outbreak. Our access to additional quantities of Tamiflu and Relenza requires that the product be allocated and non-returnable.

Tamiflu   Relenza